



FINANCE, EMPLOYMENT AND RISK MANAGEMENT COMMITTEE

Minutes of an ordinary meeting of the Parish Council Finance, Employment & Risk Management Committee on Monday 1st July 2013 commencing at 18:00 in Conference Room 4, The Lindos Centre, Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott [Vice Chairman]
Cllr Mr GK Butterwick
Cllr Mr HM Needham

Cllr Mr CW Taylor
Cllr Thompson [Chairman]

Absent:

In Attendance:

Cllr Miss KS Martin Member of Employment Working Group [Staffing matters item]
Mr MJ Green Clerk to Melton Parish Council

13.45 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies as all members were present.

13.46 DECLARATIONS OF INTEREST

13.46.01 To Receive Amendments to the Register

There were no amendments to the register of interests.

13.46.02 To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda

There were no declarations of Pecuniary Interest in respect of items on the agenda.

13.46.03 To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda

There were no declarations of Non Pecuniary Interest in respect of items on the agenda.

13.46.04 To Consider Full/Partial Dispensations for Pecuniary Interests Declared

It was noted that there had been no requests for dispensations.

It was agreed that standing orders would be lifted for item 13.53 Staffing Matters

13.47 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

No matters were raised for this item.

13.48 TO APPROVE THE MINUTES OF PREVIOUS MEETINGS

13.48.01 Finance, Employment and Risk Management Committee on 13th May 2013

It was **RESOLVED** that minutes FRM(13)M03 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

13.49 TO REVIEW MANAGEMENT ACCOUNTS TO 30 JUNE 2013

It was **RESOLVED** that the Management Accounts contained in paper FRM(13)P49 previously circulated were received and noted.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

13.50 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

Bank Statement - Tracker	£65,722.64
Plus unreconciled receipts	£0.00
Less unreconciled payments	£0.00
Balance as per Balance Sheet	£65,722.64

Bank Statement - Current	£6,538.91
Plus unreconciled receipts	
Less unreconciled payments	(£5,796.28)
Balance as per Balance Sheet	£742.63

It was RESOLVED to confirm the bank reconciliation contained in paper FRM(13)P50 previously circulated.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

13.51 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

It was RESOLVED to authorise the signing of orders for payment contained in paper FRM(13)P51 previously circulated.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

13.52 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL

13.52.01 To Consider A Parish Council Safeguarding Policy

Papers FRM(13)P52.01(a) – copy of the SCDC/Waveney District Council Safeguarding Policy and FRM(13)P52.01(b) - draft Melton Parish Council Safeguarding Policy [based on the Rippingdale Parish Council Policy] previously circulated were received and noted.

An in-depth discussion on whether or not to consider adopting a safeguarding policy followed during which it was noted that SALC had been approached to confirm whether parish councils actually needed such a policy. The matter has been referred to their solicitors and advice will be circulated when it is received.

Council were supportive of the concept of the policy but **it was RESOLVED** to await the legal advice through SALC before deciding what action to take next.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

13.52.02 To Consider Absence Cover Policy

The Chairman raised the issue of absence cover when two or more staff are employed and what policy exists to cover for the situation where staff are absent at the same time. As there is currently no policy in existence for such matters the matter was referred to the working group looking at the replacement for the Assistant Clerk as any policy will have to be reflected in the terms and conditions of employment.

Cllr Needham reported that in the exit interview with the Assistant Clerk the importance of working as a team and overlapping hours with the Clerk was stressed. This will also be considered by the working group.

13.52.03 Planning Application Melton Pavilion

It was noted that Planning Consent C10/1494/FUL expires on 9th August 2013.

It was RESOLVED that the Clerk should write to SCDC seeking an extension of the planning consent for a further three years.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

13.53 STAFFING MATTERS

13.53.01 To consider the results of the Job Benchmarking for Clerk & Assistant Clerk Posts undertaken by SALC.

It was **RESOLVED** to lift standing orders for this item.

It was reported that despite a number of contacts with SALC no report on the benchmarking exercise had yet been provided. The Vice Chairman reported that SALC had indicated a face to face meeting may be the best way forward. Cllr Butterwick offered to approach SALC [as he was an Executive Committee Member] to follow this suggestion and to seek a way forward.

It was suggested that an alternative approach would be to engage the auditor to undertake the review – this was noted but put on hold until Cllr Butterwick has reported.

The Vice Chairman of council reported that the lack of support for follow up work following the recent Recreation Committee was an issue that needs resolving due to a number of outstanding important issues that need attending to.

It was noted that the original two names put forward as temporary assistant clerks had come to nothing as both had accepted other positions offering a greater number of hours.

SALC had circulated the temporary vacancy on their website but as yet Melton Parish Council had not received any communication from prospective applicants.

The Clerk indicated that he was willing to undertake additional hours to clear any backlog of work.

It was **RESOLVED** to reinstate standing orders.

It was **RESOLVED** to authorise the Clerk to undertake up to six hours additional work each week on as needs basis.

Proposed by: Cllr Thompson

Seconded by: Cllr Abbott.

It was noted that the working group will arrange to meet in the next two weeks to progress the outstanding matters benchmarking and replacement staffing.

13.53.02 Park Warden
Nothing to report.

13.53.03 Assistant Clerk
Nothing to report.

13.53.04 Clerk
Nothing to report.

13.54 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA

Paper FRM(13)P54 previously circulated was received and noted.

The Clerk reported that each month the Info@melton-suffolk-pc.gov.uk emails would be automatically forwarded to the next councillor on the rota but that only when staff were on leave would the out of office message advise e-mailers to re-send their email to info.

13.55 TO RECEIVE REPORTS FROM THE WORKING GROUPS

13.55.01 Accommodation

The following comments were noted:

- Under the localism act the Community Right To Bid for assets for the village was worthy of further consideration as part of the review of accommodation
- Further consideration of the options for leasing the seminar room and small office from Lindos was required to see if an affordable option was possible

- The current lease for the office in the bungalow expires on 31/3/14 so the Clerk is to seek clarification from Lindos on what basis, if any, a new lease was possible
- Cllr Needham offered to assist the working group in looking at various option when his current workload comes to an end in a few weeks' time

13.55.02 Communications

Nothing to report.

13.55.03 Divestment

(a) Land at Orchard Close

The Clerk reported that Barratts had confirmed that the remedial work to the wall had been carried out and that all disbursements would be paid for by them – the documents are now being prepared by the solicitors and will be circulated when received for comment and decision.

There is no issue over the footpath alongside the land that is not part of the divestment.

(b) Divestments – general

Committee discussed other possible divestments and it was suggested that a list of possible divestments be prepared.

(c) Car Parking by Fison House

Committee discussed the use of the land by Fison House that was currently being used for unauthorised car parking and whether or not council should seek to have this land divested to create a green space. To be considered further as part of the traffic and transport working group deliberations.

13.56 TO CONSIDER REFINEMENT TO FINANCIAL REPORTING PROCEDURES

Paper FRM(13)P56 was tabled received and noted.

The Chairman outlined the thinking behind the proposed refinements that would bring a consistent reporting to full council and committees that in addition gives a view on the expected variance against target.

It was RESOLVED to adopt the refinements to financial reporting procedures.

Proposed by: Cllr Thompson **Seconded by:** Cllr Abbott.

13.57 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

There was no urgent business.

13.57.01 To consider items for inclusion in the Melton Messenger

No items were deemed appropriate.

13.57.02 To receive items for future meetings

No items were received.

13.58 DATE OF NEXT MEETING

Monday 7th October 2013

The meeting will take place in Conference Room 4, The Lindos Centre, Saddlemakers Lane, Melton, Woodbridge IP12 1PP commencing at 18:00.

There being no further business the meeting closed at 20:10

Signed: _____

Date: _____

[Chairman]